

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
September 25, 2012**

CALL TO ORDER:

Trustee Denise Blais called the meeting to order at 5:32 PM at the Lincoln Public Library.

PRESENT:

Treasurer Diane Walsh, Trustees Denise Blais, Merle Krueger & Wil Postle were present. Also in attendance was Becky Boragine, Library Director and Nancy Ross, Assistant Director, Sharon Fisher (5:51 pm), President, Friends of the Library.

ABSENT:

Chairwoman Karen Quinn

APPROVAL OF MINUTES:

The Minutes of the August 21, 2012 meeting and the September 10, 2012 construction meeting were accepted. A motion to accept the August 21, 2012 minutes was made by Trustee Postle and seconded by Trustee Krueger. A motion to accept the September 10, 2012 minutes was made by Treasurer Walsh and seconded by Trustee Postle. The motions were approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Director's meeting at the town. She also attended a Friends of the Library meeting, a quarterly OSL membership meeting and an OLIS directors meeting. During August zero computer classes were held, three children's program were held, two teen programs and six adult programs took place. Ms. Boragine indicated that items added to the collection in June were 1,163 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,610 items. A total of 93 new patrons were given library cards. Loaned 4,050 items out to other libraries and borrowed 2,021 items. The in-house computer usage was 2,162. The Library web pages were accessed 168,223 times. The online database usage was 742. Overdrive usage was 636 and includes 123 Audio, 3 Music, 505 E-Books and all other E-Books usage was 14.

A motion to accept the Director's report was made by Trustee Krueger and seconded by Trustee Postle. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$0.00**
- Champlin Account: \$214,027.39**
- Trustees Account: \$106,145.10**

- **Checking Account: \$313.33**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,183.63**

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Postle. Motion seconded by Trustee Krueger. The motion was approved unanimously.

UNFINISHED BUSINESS:

Treasurer Walsh updated the board on her telephone conversation with the architect. She asked the architect to rework the design/plans for free or at a reduced cost based upon the project coming in over the anticipated budget. Treasurer Walsh also discussed some specific areas where the board felt money could be saved, i.e. the brick work. The architect told Treasurer Walsh that he was working on some ideas at revising the plans after having a discussion with town planner Al Ranaldi. Treasurer Walsh reiterated to the architect that he was continually asked by the town planner if the project was on budget and the answer was always yes, hence the reason why we want the drawings revised either free or at a lower cost. A request was made to the architect to have new plans/drawings present for the next meeting on October 23, 2012. Treasurer Walsh also indicated that she had not contacted Amica Insurance yet, but would be doing

so soon.

The renovation authorization was on the agenda, however due to the fact that the project is being re-worked no authorization is required at this time. Ms. Boragine discussed the special fundraising event. The Friends of the Library are not the group to be contacting benefactors, that the Board of Trustees will be doing that. The Friends of the Library have not decided on one specific type of event to raise funds for the renovation project. Ms. Boragine informed the board that the Bear Auction is under way and is being held in November. A special fundraising event for local businesses and patrons of the library needs to be planned and was discussed in length. Treasurer Walsh suggested that the board hold an event similar to what the Family Literacy Center holds, like a wine and cheese event. The question was raised by the board as to what is it that we want and what are we looking for people to donate. Trustee Krueger suggested that we inform people how much the project fell short and how the monies donated could be used. Sponsorship levels of giving were discussed by the board. Ms. Boragine was concerned that because the library is a quasi/public organization and that she needed to investigate if the library can be receiving donations directly, or should the donations be filtered through the Friends of the Library. Ms Fisher indicated that she would put through a resolution that would allow funds that are donated to the Friends of the Library be designated specifically for the renovation/addition project if needed. It was discussed that the Board would put together a list of specific spots within the library,

like the teen room or garden area, and monies donated could go directly towards those areas if the donors choose to “adopt” those areas. A tangible list of areas should be drawn up for this special event. The FOL could provide tours to the invitees and provide information to them about the project on the tour. Trustee Blais wanted to know who was being invited to this event. Ms. Boragine was provided a list of businesses in the town and was going to invite business from that list. Businesses being invited include Amica, Fidelity, CVS, Gem Plumbing, The Chamber of Commerce, FGX, AT Cross, Navigant Credit Union, Bank of America, Citizens Bank to name a few. The board decided that November 1, 2012 will be the date of this fundraising event. Ms. Boragine will be doing the invites and was going to discuss the event with Town Administrator T. Joseph Almond. Ms. Boragine is going to work with the Friends of the Library on seeking donations from local businesses for food and drink for this event. It was also suggested that a presentation folder be put together for people to take with them and also that there be actual drawings and visuals of the new library on display. It was discussed that the “pitch” is very important to the success of this event and that invites should also be sent to the local papers and press outlets.

The Ground Breaking Ceremony was also discussed. The site is being prepared. Trees have been cut down and equipment is being brought in. It was discussed that the ground breaking ceremony will be done during the week with the Town Council and Town

Administrators approval. This also will be a photo-op for the library. Ms. Boragine will be working with the contractor and get a construction schedule. She will keep the Board informed about those specific dates as it becomes available.

NEW BUSINESS:

Ms. Boragine provided the board with a new Gift Policy. A policy was necessary as the library embarks on a fundraising campaign and also if/when individuals may want to donate specific items, i.e. art work. A patron had brought in photos of Native American artifacts that she owns and wanted to allow the library to display. The board felt that those items might be better displayed in a Native American Library. The Gift Policy was reviewed. A motion to accept the new Gift Policy was made by Treasurer Walsh and seconded by Trustee Krueger. The motion was approved unanimously.

Ms. Boragine informed the Board that National Grid has a new Municipal program and Al Ranaldi and David Sale from the Town Hall have asked them to come out to tour the library to see if there is anything that they can do to upgrade the Library's lighting.

The Board agreed to change the dates of the October meeting to October 23rd, 2012 and to change November's meeting to December 4th, 2012 due to the holiday. It was also agreed by the board that the

meeting will be moved back fifteen minutes. The new start time is 5:45 pm.

Ms. Boragine informed the Board that she and Chairwoman Quinn revised their grant letter to the Champlin Foundation asking for additional money based upon the quotes that were received in. Treasurer Walsh expressed concern that the board was not informed as to what was being revised and asked that they be included in any discussions going forward as it relates to the construction project. Ms. Boragine agreed to provide the Board with the spreadsheet that she and Chairwoman Quinn used to revise the Champlin grant request.

A question of fines was brought up and there is no policy that the Trustees are exempt from paying fines. Trustees are responsible for any fines that they incur.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Postle and seconded by Trustee Krueger to adjourn the meeting at 6:49 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary